

RESOLUTION 24-2014

A RESOLUTION TO REAFFIRM ESTABLISHMENT OF AND ADOPT BYLAWS FOR THE MADISON COUNTY AIRPORT BOARD

WHEREAS, Resolution 4-97 abolished the Madison County Airport Authority and replaced said authority with an administrative board pursuant to Section 7-1-202(2) MCA and then created and described the Madison County Airport Board (Board).

NOW THEREFORE BE IT RESOLVED that Madison County reaffirms establishment of the Madison County Airport Board and adopts the attached Bylaws.

BE IT FURTHER RESOLVED that the Board shall be comprised of seven members appointed by the Madison County Board of County Commissioners for three year terms. Each member shall be a resident of Madison County. Terms will begin on January 1 and expire on December 31. Members shall receive no compensation for time served, except, members shall receive mileage at current state rate for traveling to and from meetings. Members shall be covered under State of Montana workmen compensation laws for time served during meetings.

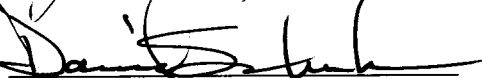
BE IT FURTHER RESOLVED that the Board shall provide general oversight of all activities and operations related to the Madison County airports; that the Board shall have all powers necessary and proper to its establishment, operation, improvement, maintenance, and administration, including the power to administer programs, establish policy, and adopt administrative and procedural rules; that the Board shall not pledge the County's credit, nor impose a tax; that the Board shall recommend for County Commissioner's approval a monthly allowance for Ennis Big Sky and Twin Bridges airport managers; that the Board shall submit an annual operating budget to the County for approval by the County Commissioners, and shall render an annual accounting to the County Commissioners of all funds expended.

BE IT FURTHER RESOLVED that the Board shall conduct its business in accordance with the attached Bylaws.

APPROVED BY THE BOARD OF MADISON COUNTY COMMISSIONERS THIS

28th DAY OF July, 2014.


JAMES P. HART, CHAIRMAN


DAVID SCHULZ


DAN A. HAPPEL

MADISON COUNTY AIRPORT BOARD

Bylaws

1. Name

The name of the organization is the Madison County Airport Board, hereinafter referred to as the Board.

2. Authorization and Purpose

The Board is authorized by the Madison County Board of Commissioners (hereinafter referred as the Commissioners) for the purpose of providing general oversight of all activities and operations related to the Madison County Ennis Big Sky and Twin Bridges airports both located in Madison County, Montana. The Board shall operate and maintain the County's airport for public use in accordance with Federal, State and local laws. The Board shall have all powers necessary and proper to its establishment, operation, improvement, maintenance, and administration. Furthermore, the Board shall have the power to administer programs, establish policy, and adopt administrative and procedural rules.

3. Members

The Board shall be comprised of seven members appointed by the Commissioners. Each Board member shall be a resident of Madison County. Membership terms shall be three years. Terms will begin on January 1 and end on December 31. The Board shall elect one member as Chairman at the annual meeting.

Board members shall be full and equal members. Each member shall represent the interests of both Ennis Big Sky and Twin Bridges airports. Each member shall have one vote in proceedings of the Board.

Board members shall be expected to attend all meetings. In the event that a Board member misses three consecutive meetings without notifying the Board Chairman, the Board shall recommend to the Commissioners that said member should be removed from the Board.

Board members shall avoid conflicts of interest with the activities of the Board. If a Board member finds him or herself with a potential conflict of interest, he or she will acknowledge their conflict and allow it to be noted in the minutes. Any member with a conflict of interest shall withdraw from direct action on the issue before the Board.

4. Chairman

The Chairman shall hold the position for one year or until their successor is elected and qualified.

The Chairman shall conduct the general supervision and management of the Board and shall preside at all Board meetings.

The Chairman shall sign all documents on behalf of the Board as directed by the Board.

The Chairman shall have special duties as may from time to time be prescribed by these bylaws or delegated by resolution of the Board.

5. Secretary

The Commissioners shall appoint a Secretary to the Board. The Secretary shall not be a voting member of the Board nor shall he or she be included as one of the seven Board members.

The Secretary shall attend all meetings or, in his or her absence, appoint a substitute. The Secretary shall keep a complete and permanent file of all proceedings of the Board for historical reference. Minutes of the meetings shall be recorded in a manner that provides a clear and precise description of the discussions which occur at the meetings. The minutes shall record the time, date, place and attendance of the meetings. The Secretary shall provide copies of the meeting minutes to Board members in a timely manner prior to the next scheduled meeting.

The Secretary shall coordinate an agenda of each meeting with the Chairman and distribute the agenda prior to the next scheduled meeting.

The Secretary shall give notice of meetings as prescribed by these Bylaws.

The Secretary shall assist the Board in submitting an annual budget and rendering an annual accounting of all funds expended.

The Secretary shall perform other such duties and functions as may be necessary from time to time.

6. Resignations, Vacancies, and Appointments

Should any Board member choose to resign, he or she shall submit written notice of resignation to the Commissioners.

The Commissioners shall advertise Board vacancies in the local media and invite prospective new members to a Board meeting. The Board shall interview prospective members and recommend, by an order of preference, to the Commissioners. The Commissioners shall decide which prospective member shall fill the vacancy.

Should the Board Chairman decide to step down, The Board shall elect a successor from its membership at the next regular meeting for the unexpired term of office.

7. Meetings

The Board shall conduct their meetings in the Madison County Court House or at other locations as directed by the Board members.

Board meetings shall be held on the second Monday of each month. If such meeting day is legal a holiday, then the Chairman shall reschedule the meeting to another Monday in the month. The annual meeting of the Board shall be held on the second Monday of January or rescheduled as above.

The Chairman shall be required to call a special meeting upon the request of two-thirds of the Board members at least 15 days in advance of such a meeting.

All meetings shall be opened to the public in accordance with Section 7-1-201 MCA and appropriately noticed in accordance with the Montana Open Meeting Laws. Non-member attendees shall be given an opportunity to provide comments.

All meetings shall be conducted using Robert's Rules of Order. A quorum shall consist of four Board members.

The Board may authorize the establishment of committees with members appointed by the Chairman to undertake specific tasks or actions or to provide advice to the Board. Committee chairs shall be elected by the Board.

The Board or Chairman may invite additional individuals with expertise in a pertinent area to meet with and assist the Board. Such consultants shall not vote or be counted in determining the presence of a quorum.

8. Funding

Ennis Big Sky and Twin Bridges airports and the Board shall be funded by Madison County. The Board and any of its members shall not obligate expenditures of any taxpayer funds except for the following: The Board shall recommend to the Commissioners, for their approval, a monthly allowance for each airport manager to use for the purchase of necessities for the day to day operation of their airport. Any funds required to be spent in excess of said allowance must be brought to the Board in the form of a written request. The Board shall consider the request, and then forward their recommendation to the Commissioners. Only after receiving written approval and funding by the Commissioners, can the requested funds be expensed.

9. Amendment Process

These bylaws shall be amended by a majority vote of the membership of the Board, subject to approval by the Commissioners.

These Bylaws are hereby approved and adopted on the 28th day of July, 2014.

Madison County Airport Board

Thomas S. Miller

Tom Miller, Chairman

7-31-2014

Date

Madison County Board of Commissioners

James P. Hart

James P. Hart, Chairman

7/28/2014

Date

Peggy Kaatz Stemler

cc
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RESOLUTION 2014-24

Bylaws for Airport Board